

**MINUTES OF A MEETING OF TORFAEN COUNTY BOROUGH COUNCIL  
held on Tuesday 3 March 2009 at 5pm till 8.55pm  
in the Council Chamber at the Civic Centre, Pontypool**

***NB the agenda for and the reports presented to this meeting are available to view at [www.torfaen.gov.uk/Council & Democracy/Councillors, Democracy & Elections/Council - Minutes, Agendas & Reports/3 March 2009 – Council](http://www.torfaen.gov.uk/Council%20&%20Democracy/Councillors,%20Democracy%20&%20Elections/Council%20-%20Minutes,%20Agendas%20&%20Reports/3%20March%202009%20-%20Council)***

**MINUTES**

Following prayers by Rev. David Dunn, the Mayor welcomed everyone to the meeting and outlined the usual evacuation procedures and housekeeping arrangements.

The Mayor reminded members of the various amendments and updates to the agenda since it was issued – and papers circulated at the meeting:

- two of the 24 February Cabinet decisions had been challenged, so there would be an adjournment of the Council meeting tonight and a Council Overview and Scrutiny Committee would be held during that adjournment
- the challenge and the relevant Cabinet reports had been circulated at the meeting
- the members questions had been circulated around the meeting and
- Councillor Paul Williams had withdrawn his first motion since the agenda was issued.

**1. Attendance**

**Councillors**

Aneurin James (*Mayor*)

Mary Barnett	Elizabeth Haynes	Jeff Rees
Cynthia Beynon MBE	Keith James	Sarah Richards MBE
Julianna Biggs	Mike Jeremiah	Philip Seabourne
Peter Cathcart	Bob Jones ( <i>Deputy Mayor</i> )	Graham Smith
Gwyneira Clark	Lewis Jones	Colette Thomas
Richard Clark	Ron Jones	Marlene Thomas
Fiona Cross	John Marshall	Wayne Tomlinson
John Cunningham MBE KSG	Neil Mason	Bob Wellington ( <i>Leader</i> )
Alastair Cunnington	Brian Matthews	Brian Whitcombe
Stuart Evans	Brian Mawby	Fred Wildgust
Veronica German	Raymond Mills	Kathleen Williams
Tom Gould	Norma Parrish	Paul Williams
Maria Graham	Margaret Pead	Ray Williams

**Officers**

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Nigel Aurelius  
Ian Colbourne  
David Congreve  
Farooq Dastgir  
Sara Dickinson (G)  
Peter Durkin  
Ed Evans

Sue Evans  
Richard Gwinnell  
Delyth Harries  
Bill Hill  
Vincent James  
Neil Jones (G)  
David Lilly

Paul Matthews  
Ian McGill  
Liz Monk  
Mark Provis  
Duncan Smith  
Alison Ward  
David Weaver (G)  
Lynda Willis

**Others**

Rev. David Dunn – Mayor’s  
Chaplain

7 members of the press  
and public (G)

(G) = in the public gallery

**2. Apologies for absence**

**Councillors**

Ron Burnett

Tom Huish

Catherine Lewis

**Absent**

Councillor Doug Jones

**3. Declarations of Interest**

**Action**

3.1 No interests were declared.

**4. Council minutes – 14 January 2009**

4.1 **AGREED** that the minutes of the Council meeting held on 14 January 2009 be confirmed as a correct record and signed by the Mayor.

**5. Council minutes – 27 January 2009**

5.1 **AGREED** that the minutes of the Council meeting held on 27 January 2009 be confirmed as a correct record and signed by the Mayor.

**6. Update on actions**

6.1 The update on actions (appendix 1 to these minutes) was **noted**.

## **7. Receipt of petitions**

7.1 Two petitions were received, as follows:

- (1) Regarding street lighting at Wern Fach Court, Henllys – signed by 43 people – presented by Councillor Colette Thomas:

*“We the above [signed] are concerned with the turning off of certain street lights in Wern Fach Court, Henllys. We consider your proposals inadequate with regard to safety against attacks, burglaries, emergencies, i.e. doctors/fire service/ambulance/police as many properties are set back from paths and the roadway so house numbers and doors are out of sight. We wish you to reconsider the proposed turn off at any time of both lights outside houses no. 8 and no. 17. Also consider the light at no. 1 so that both ends have a small degree of lighting. Also many properties back onto fields and the main Henllys Way which also has limited lighting so this area will be poorly lit. We are not against minimal street lighting and all do our part for ‘green living’ but please reconsider these plans in our area. Our street has only 24 houses in a cul-de-sac but contains several vulnerable people including disabled [people], senior citizens, residents living alone and several children. We thank you for your attention and hope for a satisfactory decision.”*

- (2) Regarding Plaid’s Campaign to keep street light TH523 on – signed by 17 people – presented by Councillor Rees:

*“We the undersigned call on Torfaen CBC to keep the street light TH523 in Spring Grove on”.*

Sub-text

*“NB it should be noted that the light in question is the only light in the cul-de-sac – if it is put out it will put the cul-de-sac in complete darkness”*

7.2 **AGREED to refer the petitions (about street lights in Wern Fach Court, Henllys and Spring Grove, Fairwater) to the Executive Member for Operational Services and Performance, for him to investigate the issues and respond to the petitioners as soon as possible.**

**Exec  
Member for  
Op Services  
& Perf**

## **8. Public question time**

8.1 There were no public questions for this meeting.

## **9. Mayor’s announcements**

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- 9.1 The Mayor drew attention to the recent production by pupils of St Albans School of "We Will Rock You", which he felt was very good and which he hoped to support further. He also referred to the proposed Ladies' Midnight Walk on 29 June on behalf of St Anne's Hospice and appealed for members to take part in the walk or stewarding.
- 9.2 The engagements of the Mayor and Mayoress (M&M), Deputy Mayor and Deputy Mayoress (DM&DM) and past Mayors (PM) were **noted** as follows:
- 28.01.09 Torfaen Young Consumer of the Year Final - Assembly Hall, County Hall, Cwmbran (M&M)
- Visit by Griffithstown Football Club Committee and Members - Mayor's Parlour, Civic Centre, Pontypool (M&M)
- 29.01.09 Official Opening of the Pontymoel Weir Fish Pass, Pontypool (M&M)
- 100th Birthday Party for Mrs Dora Munday – Cwmbran House, Pontnewydd, Cwmbran (DM&DM)
- Launch Event by Barratt Homes - St Joseph's Meadow, Llantarnam, Cwmbran (M&M)
- 30.01.09 Visit to St Anne's Hospice – Harding Avenue, Newport (M&M)
- Rhondda Cynon Taff Civic Heads Dinner - Llechwen Hall, Pontypridd (M&M)
- 31.01.09 Pontypool & District Caledonian Society Burns Night (250th Anniversary) - Greenmeadow Golf Club, Croesyceiliog, Cwmbran (M&M)
- 04.02.09 All Wales School Liaison Core Programme Quiz Final - Copthorne Hotel, Culverhouse Cross, Cardiff (M&M)
- 07.02.09 Gwent Young Farmers Pantomime Competition - Dolman Theatre, Newport (DM&DM)
- 10.02.09 Visit to Ponthir Church in Wales School – School Close, Ponthir (M&M)
- 12.02.09 St David's Foundation Photograph Session - Our Lady of the Angels RC School, Victoria Street, Cwmbran (M&M)
- Seniors Production of "We Will Rock You" - St Alban's RC High School, The Park, Pontypool (M&M)
- 13.02.09 South Wales Chamber of Commerce Charity Lunch - The Celtic Manor, Newport (M)

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- Neath Port Talbot Civic Heads Dinner - Port Talbot Civic Centre, Port Talbot (M&M)
- 14.02.09 Funeral of the Late Lyn Irwin – St Cadoc’s Church, Trevethin (M&M)
- 17.02.09 Cheque Presentation to Blaedare Allotment Society - Mayor's Parlour, Civic Centre, Pontypool (M&M)
- 18.02.09 Visit by Royal Welsh Regimental Association (Pontypool Branch) - Cabinet Committee Room, Civic Centre, Pontypool (M&M)
- 19.02.09 Mayor of Newport's Charity Concert - The Riverfront Theatre, Newport (M&M)
- 20.02.09 104 Regt RA (V) Luncheon Club - Raglan Barracks, Newport (M&M)
- Luncheon with High Sheriff of Gwent – Bedwas Road, Caerphilly (DM&DM)
- Carmarthenshire County Council Civic Heads Dinner - Hurst House on the Marsh, East Marsh, Laugharne (M&M)
- 21.02.09 Vale of Glamorgan Council Ceremony of the Conferring of the Freedom of the County Borough Council to the Royal Welsh - King Square, Holton Road, Barry (M&M)
- St David's Foundation Fundraising Concert - The Riverfront Theatre, Newport (M&M)
- 24.02.09 Visit by Trefoil Guild - Civic Centre, Pontypool (M&M)
- 25.02.09 Visit to Woodlands Community Primary School - Thornhill Road, Upper Cwmbran (M&M)
- Launch of the new "Torfaen Gallery" followed by talk from Chris Barber on the Eastern Valley - Pontypool Museum (DM&DM)
- Visit by CADESA - Civic Centre, Pontypool (M&M)
- 26.02.09 Midnight Walk Charity Launch - Newport Stadium, Sports Village, Spytty Road, Newport (M&M)
- Pre-Competition Reception hosted by Chairman of Monmouthshire - Chairman's Suite, County Hall, Cwmbran (M&M)
- Greater Gwent Final of the Young Consumer of the Year Competition - Assembly Room, County Hall, Cwmbran (M&M)
- 28.02.09 South Torfaen Musical Festival - Cwmbran Stadium (M&M)
- 01.03.09 All Wales National St David's Day Church Service - Eglwys Dewi Sant,

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St Andrews Crescent, Cardiff (M&M)

Institution and Induction of Reverend Anne Golledge - St Hilda's Church, Griffithstown, Pontypool (M&M)

Dinner to mark St David's Day - City Hall, Cardiff (M&M)

Blaenavon World Heritage Day Committee St David's Day Concert – Blaenavon Workmen's Hall, Hill Street (DM&DM)

02.03.09 Visit to the Houses of Parliament - Westminster, London (M&M)

03.03.09 Visit to St Peter's Church In Wales School – Park Street, Blaenavon (M&M)

Visit by Moving on Group - Council Chamber, Civic Centre, Pontypool (M&M)

Council Pre-Briefing - Mayor's Parlour, Civic Centre, Pontypool (M)

Council Meeting - Council Chamber, Civic Centre, Pontypool (M)

		<b>Action</b>
<b>10.</b>	<b>Any other announcements</b>	
10.1	The Leader had no announcements to make.	
10.2	The Chief Executive announced that the outcome of the local government pay award arbitration had been announced earlier in the day. The settlement had been agreed at 2.75%, for 2008 and 2009, which was 0.3% above the 2.45% offered by the employers' side. There would consequently be an additional cost to the Council's budget of £300,000 in 2008/09 and £300,000 in 2009/10. The cost in the current year would need to be met from reserves and the Cabinet would consider how best to meet the cost next year within the context of the 2009 pay award.	
<b>11.</b>	<b>Cabinet decisions – 24 February 2009</b>	
11.1	The Mayor announced that two of the Cabinet decisions (concerning the framework contracts for property maintenance, both mechanical and electrical) had been challenged. There would therefore be an adjournment of the Council meeting and a Council Overview and Scrutiny Committee would be held in a few moments.	
11.2	It was noted that no challenges to the other Cabinet decisions had been received. There were no questions on any of the decisions and the decisions which had not been challenged were noted.	

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11.3 Council then adjourned, at 5.20pm. The Cabinet members left the Chamber, to allow the Council Overview and Scrutiny Committee to proceed in their absence.

11.4 The proceedings of the Council Overview and Scrutiny Committee which took place during the adjournment are detailed in the separate minutes of that meeting.

11.5 After the adjournment (at 6.10pm), all members returned to the Chamber and the Council meeting re-convened. The Mayor informed members that the Council Overview and Scrutiny Committee had asked for further information on the Cabinet decisions which had been challenged and for Cabinet to reconsider those decisions in the light of the concerns expressed (at the Overview and Scrutiny Committee).

## **12. Budget 2009/10**

12.1 The Council considered a report of the Executive Member for Resources, the Chief Financial Officer and the Corporate Director, Resources. The Executive Member for Resources outlined part one of the report in detail, emphasising in particular:

- that there had been several previous reports to Council, Cabinet and Scrutiny Committees, and several all-member seminars, on the budget
- the decisions which had already been taken by members in coming to this point in the budget-setting process
- the rationale for the level of the proposed increase in Council Tax and the implications of that increase
- the potential headroom and options for member policy choice
- the final budget proposals in respect of care home fees and social worker recruitment and
- the 'part one' recommendations.

12.2 The Chief Financial Officer (CFO) outlined part two of the report in detail, emphasising in particular:

- the importance of adequate reserves to the financial stability of the council
- the risk to the public sector purse of the wider financial crisis
- that the return on investments foregone in the current climate of low interest rates and financial losses was a financial pressure
- on the pressures on the capital programme
- on the impact of the pay award announced today
- that redundancies would be necessary to balance the budget
- that wherever possible, redeployment would be explored
- that the recommended increase in Council Tax (CT) was below the anticipated Welsh average and
- that the Council had behaved responsibly, diligently and openly

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in coming to this point, of a difficult but balanced budget.

12.3 The Chief Executive gave particular thanks to the Corporate Director, Resources, the CFO, and the Resources team, for coming to the point of recommending a balanced budget, which involved no major service cuts, school and social care budgets protected, and a below average Council Tax (especially in view of the very difficult financial climate).

12.4 General discussion ensued, during which several members echoed the thanks of the Chief Executive to the CFO and team as well as chief officers. The following main points were made and questions arose:

- whether the CFO could reassure members that the level of reserves would remain constant, in light of the wider turbulence in the financial markets?
- that the budget involved significant savings; energy prices were going down; and the baseline review of leisure services would realise further savings – so could the decision to switch off street lights be reviewed?
- that the report and the budget were clear and understandable
- how the pay award would impact on the budget and whether it would reduce the “policy choice headroom” for next year?
- that the outcomes of the baseline review of leisure services had already been determined, as the budget identified £204,000 of savings in that area
- that it was regrettable that savings could not have been made on members allowances and expenses
- what the Welsh average CT increase was, and, if Torfaen set its increase at the average, what the impact would be?
- where the 3.5% CT increase had originated from?
- how Merthyr and Caerphilly had managed to increase their CT levels by under 3%?
- that, had members attended the three seminars on the budget, they would have known the answers to these questions
- that the Schools Budget Forum had thanked the Council for protecting school budgets and for the high level of early engagement and partnership working
- that the pay award increased staff pay both in percentage terms and by way of a lump sum for the lowest paid staff, in response to conversations at previous meetings about percentage rises being of less value for the lower paid
- that the help given to members by officers was acknowledged
- that the impact on Council services of the other authorities, which raised a precept which the Council could not control, should be recognised
- on the need to take into account wider considerations (in the context of reducing the leisure budget) around healthy lifestyles, the need to encourage sporting activities, promotion of the Ryder Cup and other issues – i.e. the need to disinvest but also to reinvest in other more sensible and realistic areas and

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- that the process of building the budget had been open and transparent – but that not all members had had a choice until now over the decisions to be taken or how to allocate the budget.

12.5 The comments and questions were responded to by a combination of officers and members as follows (in summary):

- that there was no guarantee that the level of reserves would remain constant – the Council had taken significant steps to protect and secure as far as possible its investments as well as minimise the risk – but risks would always remain
- that a multi-year approach to budgeting had been taken in Operational Services and the existing levels of street lighting were not sustainable in terms of the wider Operational Services budget (on which there were many other pressures) or in terms of carbon emissions
- if the reduction in street lighting was not implemented, the level of savings required would not be realised – and nor would the environmental benefits of the switch-off
- the street lighting savings had been taken into account already in the building of the recommended budget – so a delay would result in less money for other things
- the additional costs of the 08/09 pay award would be met from reserves and those of the 09/10 pay award would need to be found from next year's budget – but a lower pay award was expected next year, so it was hoped to recuperate the impact longer term
- that the baseline review needed to yield a sum of £204,000 in order to put leisure services on a more sustainable footing
- savings of £40,000 had already been achieved against the members allowances and expenses budget, as reported to the 27 January Council meeting
- the Welsh average increase in CT was currently around 3.8 to 3.9% - some authorities were lower and some considerably higher, depending on their circumstances
- increasing CT by 3.9% in Torfaen would bring in an extra £100,000 approximately – but the Council should set the CT at the level which was right for Torfaen, not in comparison with other authorities and
- the 3.5% CT increase had been assumed for modelling purposes in the autumn of last year and had had significant member endorsement at many meetings since then.

12.6 Following the general discussion and responses listed above, Councillor Paul Williams proposed that a new part 3 be added to the recommendations, as follows:

*“Part 3*

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- (i) *Acknowledges the impact upon TCBC as an employer and service provider by the level of the Local Government Settlement from the Welsh Assembly Government.*
- (ii) *Further acknowledges the additional financial burden placed upon businesses within Torfaen arising from the Welsh Assembly Government increasing the non domestic rates multiplier.*
- (iii) *In recognition of the financial pressures arising from the economic downturn, TCBC agrees that the leaders of the political groups within this council agree a revised budget setting process to allow choice of options to maintain further efficient and effective service provision."*

12.7 Questions were asked about whether the motion related to this year's budget or next year's budget. Councillor Williams stated that his motion related to both years, as there were still issues to be decided with regard to the headroom for policy choice in the year ahead.

12.8 Following further questions and clarification the CFO outlined his understanding; that the motion sought to place on record now the concerns over the level of the local government settlement and the increase in business rates, and to introduce an additional budget planning process for next year.

12.9 Councillor Paul Williams confirmed that that was his intention. His motion was seconded.

12.10 A question was asked about the intention for political group leaders to agree the budget process and about which groups were currently in existence. The Chief Legal Officer and Monitoring Officer responded, that until such time as further notices came in, the groups were:

Labour	18 members
Plaid Cymru	3 members
Torfaen Peoples Coalition	7 members
Torfaen Peoples Voice	3 members

12.11 Comments were made by various members that:

- the budget building process was open and transparent already – there had been every opportunity for all members to engage, in a cross-party fashion, before today
- there had been at least 10 meetings at which members could engage in the budget and no private meetings had been held
- there would be no advantage in political group leaders having discussions as that would exclude other members (who had been included to date)
- the budget building process had started some 8 months ago
- Torfaen engaged in probably more open discussions than any other authority in Wales – with its all-member and public

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seminars in particular being unique

- it was unfortunate that more members did not attend seminars
- part (iii) of the motion would be a retrograde step
- there would be no harm in making representations on the issue of business rates, and representations had already been made on the level of the settlement generally
- a further process involving political group leaders (on top of the existing processes) could be accommodated next year
- seminars were not decision making meetings
- there was a perception of a lack of challenge of the 3.5% assumption and a lack of political leadership
- there had been many discussions on the pros and cons of alternative budget models, scenarios and impacts at several meetings and a great deal of effort had gone in to the budget by those who wished to contribute
- members could work even better together in future and the motion should be put to the vote
- the first and second parts of the amendment could be supported, but the third could not, as it excluded for example the Executive Member for Resources.

12.12 The Mayor commented that he was a non-political Mayor and had attended no political meetings since taking office; seminars were important meetings and members should make every effort to attend, as he did, despite his busy Mayoral schedule; the amendment would not be necessary if all members had engaged better and attended more meetings before now; and he therefore urged members to vote against the amendment.

12.13 Comments were made about the need for the Mayor to be an impartial Chair of the meeting.

12.14 The Mayor then put the amendment to the vote and, with 7 members voting for the amendment and more against, it was declared lost.

12.15 The Mayor put the recommendations in the report to the vote and (with 6 members voting against) it was -

12.16 **AGREED that:**

**Part One**

**(i)**

- a) The Council's Revenue Budget proposals for 2009/10 as detailed in paragraph 5 of the report and the 'revenue budget book 2009/10' attached to the report be approved;
- b) The Council Tax increase for the County Borough element be agreed at 3.5%;

**Part Two**

**(ii)**

It is noted that at its December 2008 meeting, the Cabinet approved the following amounts for the year 2009/10 in accordance with regulations made under Section 33(5)

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of the Local Government Act 1992 (as amended) :-

- a 30,556 being the amount calculated by the Council in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995 (as amended), as its Council Tax base for the year.
- b The Council Tax base estimate for each Community Council levy for 2009/10 is as follows:-

Cwmbran	11,544
Pontypool	12,089
Blaenavon	1,750
Henllys	1,104
Croesyceiliog & Llanyrafon	3,344
Ponthir	725

- c Gwent Police Authority has stated the following amounts in precept issued to the Council, in accordance with Section 40(2)(b) of the Local Government Act 1992 for each banding of dwellings:-

A £	B £	C £	D £	E £	F £	G £	H £	I £
116.44	135.85	155.25	174.66	213.47	252.29	291.10	349.32	407.54

**(iii)**

That the following amounts be now calculated by the Council for the year 2009/10 in accordance with Section 32 to 36 of the Local Government Finance Act 1992:-

- a) £251,713,537 - being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2) (a) to (e) of the Act.
- b) £95,307,055 - being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3) (a) to (c) of the Act.
- c) £156,406,482 - being the amount by which the aggregate at (iii) (a) above exceeds the aggregate at (iii) (b) calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
- d) £110,000 - being the amount the Authority estimates in relation to Section 37 and 49 of the Local Government Finance Act 1988 (as amended), discretionary non-domestic rate relief.
- e) £127,994,316 - being the aggregate of the sums the Council estimates will be payable for the year into its Council Fund in respect of the redistribution of non-domestic rates and Revenue Support Grant.
- f) £933.44 - being the amount at (iii)(c) above plus the amount at (iii)(d) and less the amount at (iii)(e) above all divided by the amount at (ii)(a) above calculated by the Council in accordance with Section 33(1) of the Act, as the basic amount of it's Council Tax for the year.
- g) £1,169,351 - being the amount of all special items referred to in Section 34(1) of the Act.

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- h) £895.17 - being the amount at (iii)(f) above less the result given by dividing the amount at (iii)(g) above by the amount at (ii)(a), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.
- i) The County Borough Tax including Community Council Precepts Valuation Bands.

	A £	B £	C £	D £	E £	F £	G £	H £	I £
Cwmbran	624.89	729.04	833.19	937.34	1145.64	1353.93	1562.23	1874.68	2187.13
Pontypool	624.33	728.39	832.45	936.50	1144.61	1352.72	1560.83	1873.00	2185.17
Blaenavon	619.71	723.00	826.29	929.57	1136.14	1342.71	1549.28	1859.14	2169.00
Henllys	610.61	712.38	814.15	915.92	1119.46	1322.99	1526.53	1831.84	2137.15
Croesyceiliog & Llanyrafon	613.73	716.01	818.31	920.59	1125.17	1329.74	1534.32	1841.18	2148.04
Ponthir	610.45	712.18	813.93	915.67	1119.16	1322.63	1526.12	1831.34	2136.56

being the amounts given by multiplying the amount at (iii)(f) above by the number which in the properties set out in Section 5 (1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which is that proportion applicable to dwellings listed in Valuation band D calculated by the Council in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuations bands.

- j) That having calculated the aggregate in each case of the amounts (ii)(c) and (iii)(i) above the Council in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the Council Tax for the year 2009/10 for each of the categories of dwellings shown below:-

	A £	B £	C £	D £	E £	F £	G £	H £	I £
Cwmbran	741.33	864.89	988.44	1112.00	1359.11	1606.22	1853.33	2224.00	2594.67
Pontypool	740.77	864.24	987.70	1111.16	1358.08	1605.01	1851.93	2222.32	2592.71
Blaenavon	736.15	858.85	981.54	1104.23	1349.61	1595.00	1840.38	2208.46	2576.54
Henllys	727.05	848.23	969.40	1090.58	1332.93	1575.28	1817.63	2181.16	2544.69
Croesyceiliog & Llanyrafon	730.17	851.86	973.56	1095.25	1338.64	1582.03	1825.42	2190.50	2555.58
Ponthir	726.89	848.03	969.18	1090.33	1332.63	1574.92	1817.22	2180.66	2544.10

**(iv)**

- a) The overall financial standing of the authority as outlined in paragraph 6 of the report and in particular the financial risks be noted;
- b) The use of reserves to support the budget proposals as outlined in paragraph 6.4 of the report be approved;
- c) The financial plan and use of reserves underpinning the council costs of stock transfer as outlined in paragraph 7.1 and appendix three of the report be approved; and
- d) The financial plan underpinning job evaluation as outlined in paragraph 7.2 and appendix four of the report be approved.

12.17 The Council adjourned at this point (7.10pm) for a 10 minute break.

12.18 All members returned to the meeting after the adjournment.

### **13. Capital programme 2009/10 to 2012/13**

13.1 The Council considered a report of the Chief Financial Officer (CFO) and the Corporate Director, Resources (CDR), seeking approval to the above. Both outlined the report in detail, commenting particularly:

- on the expenditure side of the capital programme, including the probability that the new Blaenavon community-focussed school was likely to be ready in 2011 not 2012
- on the areas not included in the capital programme due to the lack of capital availability
- on the level of capital available from various sources
- on the proposed new delegations to deal with slippages, funding switches and virements
- on the next steps in the capital programme process
- that the programme was about making the best use of the very limited resources available and
- that there was still further work to do, around for example asset management and corporate accommodation investment.

13.2 Members commented and/or questioned (in summary):

- the status and usage of former Housing Revenue Account (HRA) receipts
- the situation with the Pontypool culvert
- the impact of the programme in respect of Llanyravon Manor
- on the underspend on disabled facilities grants – in terms of demand exceeding supply, and the reasons for the underspend, which had been discussed at Council in November last year
- on the need to ensure grant works were performed according to the original specification
- that a members seminar on asset management and corporate accommodation issues would be welcome, at a time when more members could attend
- on the need to benefit as many grant recipients as possible, whilst keeping within reasonable spending limits
- that the Council could not do everything it was required to do by the Assembly (e.g. it had amalgamated some schools to reduce surplus places but did not have the money to invest in re-using the remaining buildings, so the end result was not achieved)
- whether further representations could be made to the Assembly on that issue
- that prudential borrowing had not been used strategically and should be, in order to break the cycle of decline in the building stock (especially of schools)
- the rationale behind delegating authority to officers to vire up to £100,000

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- on the need for all new schools to have future maintenance costs planned in to their budgets from the outset
- on the high level of investment needed for schools; the very hard work of Council officers and members in attracting funds (for example for Ysgol Gyfun Gwynllw) and making the best use of resources; and the unprecedented levels of capital investment in schools in the last couple of years
- on the need for members to make tough decisions, e.g. around school closures and other “disinvest to reinvest” issues
- on the level of Torfaen’s liability for County Hall and
- that a members seminar should be held on the subject of County Hall in due course.

13.3 The CFO and the CDR answered members questions (in summary):

- that the former HRA receipts were those received prior to transfer – some £1.5 million had been included but £1.4 million was not yet part of the programme
- that the claim in respect of the culvert was ongoing
- that the proposed capital programme in itself did not change the existing proposals for Llanyravon Manor
- that prudential borrowing had its benefits as well as risks - and, as stated in the report, it would be seriously considered
- that it was proportionate, sensible and an efficient use of resources to delegate virements of up to £100,000 to the Corporate Director (Resources) in consultation with the Executive Member for Resources
- that protocols in respect of County Hall had been drawn up for agreement with Monmouthshire Council, which provided for financial penalties in the event that one council moved out of the building and the other did not (to compensate for a possible loss of a capital receipt) and
- that Monmouthshire were now expected to move out in 2012 and members would be kept updated.

13.4 **AGREED that the:**

- (i) **proposals contained in paragraph 5.2 and appendix 1 of the report (around capital expenditure) be approved;**
- (ii) **proposals contained in appendix 2 of the report be approved and the commentary in paragraph 5.5 of the report (both around capital resources) be noted;**
- (iii) **proposals in paragraph 5.6 of the report (i.e. delegations to deal with virements and slippage) be approved;**
- (iv) **Cabinet receive a further report on the phasing/funding of the Ysgol Gyfun Gwynllyw proposal; and**
- (v) **next steps outlined in paragraph 6 of the report be noted and**
- (vi) **that a Council Policy Seminar be arranged on the subject of County Hall.**

CFO

CDR

13.5 The CFO thanked his staff and colleague chief officers for their efforts with the budget and capital programme.

**14. Budget 2009/10 – treasury management and prudential guidelines**

14.1 The Council considered a report of the Chief Financial Officer (CFO), which he outlined, commenting particularly:

- that this was a technical report, required every year, setting borrowing limits and investment parameters (which in the current climate were particularly cautious) and
- on the ways in which the Council protected its assets and minimised the risk of losses (although risk could never be eliminated altogether; for example by employing and monitoring expert investment advisors, keeping a check on the financial markets and the Financial Times, removing investments from potentially risky areas (such as the Icelandic banks) and investing only on a short term basis) during the current climate.

**14.2 AGREED that Council:**

- (1) adopts the Prudential Indicators and Limits for 2009/10 to 2011/12 contained within Appendix A of the report, along with the annual MRP (Minimum Revenue Provision) policy statement**
- (2) approves the Treasury Management Strategy 2009/10 as required under paragraph 16.6 of appendix 17 of the Council's Constitution and the Treasury Prudential Indicators contained within Appendix B to the report**
- (3) approves the Investment Strategy 2009/10 contained in the Treasury Management Strategy at Appendix B, and the detailed criteria included in Annex B, to the report**
- (4) approves the adoption of the CIPFA Code of Practice on Treasury Management and**
- (5) delegates authority to the Chief Financial Officer to operate the Authorised limit and Operational boundary as outlined in paragraph 5.1 of the report.**

**15. Contract standing orders (CSOs)**

15.1 The Council considered a report of the Chief Legal Officer and Monitoring Officer (CLO&MO), outlined by her, seeking the set-aside of a particular CSO to enable the placing of an interim contract for Gwent-wide integrated community equipment services (GWICES).

15.2 The CLO&MO outlined her report, explaining that an interim contract was required for a short period of time to enable more effective preparation by the joint parties, to tender a longer term contract in due

course, in line with the relevant European Union Regulations. She confirmed in answer to a question that the current arrangements could not continue and that a temporary contract was required, hence the need to set aside this CSO.

15.3 **AGREED** (with 1 member voting against and the remainder in favour)

**that Council authorises the setting aside of contract standing order 3.5(a) specifically to allow interim contract arrangements to take place under the GWICES Project until 1 April 2010.**

## **16. Changes to the Constitution**

16.1 The Council considered a report of the Members Constitution Working Party, presented by the Chair of the Working Party (who thanked other members for their contributions), seeking various changes to the Constitution.

16.2 Councillors Cunnington and Graham left the meeting temporarily during this item of business.

16.3 **AGREED that:**

- (1) the executive function of Citizen Engagement be transferred from the portfolio for Housing, Planning and Public Protection to the portfolio for Operational Services and Performance;**
- (2) the notice required for Members' Questions being put to Council be brought in line with the provisions for questions and petitions from members of public, i.e. to give two working days notice rather than one;**
- (3) the deadline in the case of public petitions as well as members and public questions be 12 noon on the relevant day and**
- (4) these changes be implemented with immediate effect and the Constitution be revised accordingly.**

AHoD

## **17. Director for Children's and Young People's Services**

17.1 Council considered a report of the Chief Executive, which was outlined by her, seeking the appointment of the statutory Director for Children's and Young People's Services.

17.2 Councillors Cunnington and Graham returned to the meeting during this item of business.

17.3 **AGREED** (with one member abstaining from the vote) –

**that Council notes the Chief Executive's proposed appointment**

of the Chief Education Officer as the Director for Children and Young People's Services under Section 27 the Children's Act 2004 and that Council confirms this appointment.

**18. Equalities Improvement Framework (EIF) for Wales**

18.1 Council considered a report of the Equalities Manager, advising of the implications of the above framework and seeking its adoption.

18.2 The Equalities Manager outlined the report in detail, emphasising in particular:

- the aims, objectives and various elements of the EIF
- the local impacts and implications for service performance of the EIF, and in turn the positive effects on peoples' lives
- that adopting the framework would assist the Council with ensuring it complied with the legislative requirements around equalities and
- that doing so was supportive, fair and effective.

**18.3 AGREED -**

- (1) that the Council notes the principles, aims and elements of the Equalities Improvement Framework as expressed in the report**
- (2) that the Council adopts the Equality Improvement Framework for Wales as part of its Policy Framework**
- (3) that the list contained in paragraph 4.1.2 of the Constitution be updated accordingly (to add this to the Policy Framework of the Council) and**
- (4) that Council notes that the Cabinet (Equalities) Sub-Committee and the Executive Member for Equalities and Community Safety will take forward the framework and embed it into the Council's activities as appropriate.**

AHoD

**19. Ethics and Standards Committee – remit**

19.1 The Council considered a report of the Chief Legal Officer and Monitoring Officer (CLO&MO), seeking the extension of the remit of the Ethics and Standards Committee.

**19.2 AGREED –**

- (1) that Council agrees to extend the remit of the Ethics and Standards Committee to include approving the Authority's Whistleblowing and Vexatious Complaints Policies, monitoring their operation and making recommendations to the Council to improve their effectiveness and**
- (2) that the Constitution be amended to include this provision.**

AHoD

**20. Delegated decisions – outside bodies**

20.1 The Council considered a report of the Acting Head of Democracy, advising members of delegated decisions taken by the Leader and Chief Executive to nominate members to serve on outside bodies.

**20.2 AGREED – that Council notes the additional nomination (of Councillor Colette Thomas) to the Cwmbran Trust.**

**21. Motions**

**21.1 Councillor Wildgust**

21.1a Councillor Wildgust stated that the meeting today had been a good demonstration of how complicated meetings were becoming and that audio-recording meetings would be helpful to officers and members alike. He therefore moved his submitted motion (shown below) and the motion was seconded:

***“Motion***

*All full council meetings are to be audio recorded with the data saved on to a secure computer hard drive. With a CD version being made available to elected members on request after a seven day period.*

***Rationale***

*I, Councillor Wildgust, have concerns that the minutes of the council meetings are not recognised as a fully documented record of the meeting. This has led to a number of communications between officers and members that have caused a number of concerns based on possible misinterpretation of comments or events that take place at the meeting. The technology exists within the chamber to carry out this simple recording function. Practices like this happen in other parts of the country and would ensure openness and transparency operates throughout all levels of governance of the borough.”*

21.1b The Acting Head of Democracy (AHoD) advised Council (in summary):

- that the motion raised an important point of principle
- of the proper purpose of minutes (as outlined in “*Local Authority Meetings – a Manual of Law and Practice*”) and some of the case law surrounding minutes
- on the proper content of minutes (e.g. they should capture the essence of what happened at a meeting and the thread of debate which led to decisions, as well as the decisions themselves, but not all the detail of who said what)
- that the custom and practice in Torfaen, built up over several

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years, had been to record much of what was said, and by whom, in the minutes - this had recently led to 50-page minutes in some cases, which was undesirable and unnecessary

- that the minutes were too attributive and detailed in their current form and efforts would be made (and had already started) to cut minutes down in length and content to a more appropriate level
- that all the other councils in Wales had been surveyed to find out whether they operated practices like those proposed in the motion, and none did, although some operated other non-manual systems for recording meetings, for specific reasons with specific caveats (and varying degrees of success)
- on the importance of the minutes being the only record of the meeting and their legal status (as proof without further evidence of the proceedings)
- on the possibility of misinterpretation of events which took place at meetings, which recording meetings onto a CD would not necessarily help with
- that the proposal potentially risked weakening the transparency of the governance of the borough, not strengthening it, insofar as it might stifle freedom of expression and democratic debate as well as potentially encouraging inappropriate exchanges or discouraging appropriate ones, and challenges to minutes and
- that the motion should therefore be refused, in his opinion, based on practical experience, case law, the advice of a respected authority on the law and practice of meetings and the experience and advice of most other authorities in Wales.

- 21.1c Questions were asked about the cost of the audio-recording facility suggested and whether the public could tape-record meetings.
- 21.1d The CLO&MO responded that the public would need the permission of every member of Council before they would be allowed to record a meeting, and that strict data protection considerations would apply. The AHoD stated that the cost of audio-recording meetings had not been examined, as this was an issue of principle, not cost.
- 21.1e A member referred to the need for an element of trust and stated that all members already had ample opportunity to confirm minutes of meetings and raise questions as the case may be. He considered that the cost was irrelevant and audio recording was not necessary.
- 21.1f Councillor Wildgust stated that, in light of the advice received, he wished to withdraw his motion. The seconder confirmed her consent to the withdrawal of the motion.
- 21.1g Clarification of the process was sought and the CLO&MO responded to questions, that the consent of the meeting was required before the motion could be withdrawn, as it had been moved and seconded.
- 21.1h A vote was taken and, with 17 members in favour of the withdrawal of

the motion and 20 against, the meeting did not consent to the withdrawal of the motion.

21.1i The motion was subsequently put to the vote. No-one voted in favour. A large majority of members voted against. One abstained.

21.1j Following further clarification of the voting process by the Chief Executive, the Council agreed that the vote had been taken and the motion was declared lost.

## **21.2 Councillor Cunningham**

21.2a Councillor Cunningham moved his motion and it was seconded as follows:

### ***“Motion***

*The Council agrees to an in depth scrutiny review of core revenue funding to all non statutory culture and leisure services.*

### ***Rationale***

*Given the recent press statement which highlights one of our core funded services, Members should be made aware of all revenue grants and contributions to Council and other leisure and cultural services for a better understanding on the value or otherwise of these services.”*

21.2b Comments were made about the need for a thorough review, to look at not only the cost of leisure and cultural services but also their value in terms of their contribution to quality of life. In answer to a question, Councillor Cunningham stated that the review was intended to look at core revenue funding, not fixed assets.

21.2c **AGREED** (with 3 members abstaining and the remainder in favour)

**that the Council agrees to an in depth scrutiny review of core revenue funding to all non statutory culture and leisure services, for the reasons set out in the motion.**

Deputy Chief Executive

## **21.3 Councillor Paul Williams**

21.3a The Mayor reminded Council that Councillor Williams had withdrawn his first motion (which was shown on the agenda).

21.3b Councillor Paul Williams moved his second motion and it was seconded as follows:

### ***“Motion***

*This Council acknowledges that:*

- 1. The Leader was not allowed to move motions to make appointments that were not on the agenda for the Council meeting on Tuesday 16 December 2008 (Minutes: paragraphs 20.20 and 20.21).*
- 2. The Leader was allowed to move a motion to make an appointment that was not on the agenda for the Annual Council meeting on Thursday 22 May 2008 (Minutes: paragraphs 10.5 and 10.6).*

*It therefore agrees to extend the remit of the Members' Constitution Working Party to conduct a review of the decisions and to bring proposals to Council on how to resolve this matter.*

### **Rationale**

*This inconsistency has been documented in the historical record of this Council."*

21.3c The Chair of the Members Constitution Working Party (MCWP) reminded members of the remit of the MCWP and stated that such a review (as proposed in this motion) would be beyond its remit.

21.3d Councillor Williams stated that his motion was a Constitutional matter and that he was asking Council to extend the MCWP's remit.

21.3e A vote was taken and, with 13 members voting in favour and 23 against, the motion was declared lost.

### **21.4 Councillor Paul Williams**

21.4a Councillor Paul Williams moved his third motion and it was seconded as follows:

#### ***"Motion***

*The Council acknowledges the "shop local" campaign and agrees to fund a Torfaen-wide, cross-party supported "shop local - trade local" initiative to the value of £690.63.*

#### **Rationale**

*In July 2008, Councillor Marlene Thomas (Executive Member for Resources) identified the cost for an edition of "Torfaen Talks" as £5,525: £3,225 for design and printing and £2,300 for delivery by Royal Mail.*

*£690.63 is the proportional cost of a single page of an 8 page edition*

of “Torfaen Talks”.

*This motion provides for a single page feature for cross-party promotion of using local shops and local traders.*

*We can review the effectiveness of this action before further proposals to develop this initiative.”*

21.4b The Leader stated that he had no particular view on whether or not a shop local campaign led by the Council was a good idea – but that the Council was leading the ‘Summit on Survival’ on 13 March (details of which had been circulated around the Chamber). He felt (and moved an amendment to the effect that) it would be better to wait until after the summit, to determine whether or not a shop local campaign led by the Council was appropriate, and therefore that the idea should be deferred until after the summit had taken place. His amendment to that effect was seconded.

21.4c With 27 members voting for it and 11 against, the amendment was declared carried.

21.4d The Mayor then put the substantive motion to the vote and it was -

21.4e **AGREED – that consideration of a shop local campaign led by the Council be deferred until after the ‘Summit on Survival’ had taken place.**

Chief Officer  
Regeneration

## **22. Members question time**

22.1 **Councillor Wildgust** asked:

*“Would the Leader be willing to consider the creation of a regional lottery that is jointly managed by TCBC and another community organisation with monies raised being used to fund the creation of business grants and loans in addition to the financial support for local charitable groups? The basic working model of such a scheme can be found in Pembrokeshire.”*

22.2 The Leader responded (in summary) that:

- it was up to the Council to consider the matter, not him
- he had taken advice on this matter from officers
- he did not believe the Council should be involved in establishing a lottery since it would potentially expose the Council to unnecessary financial risk
- the Council had experience of being involved in a lottery in the past and had ended up having to bale it out
- there were several lotteries already in operation (e.g. the National Lottery, the European Lottery, and a great many local lotteries to raise funds for various causes)

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- people did not have enough money for them all and
- a regional lottery as suggested would take money away from other good causes and therefore do more harm than good.

22.3 **Councillor Wildgust** asked:

*“Will the Leader assure the members that this Council has a tourism strategy in place that includes short, medium and long term objectives and provide copies of that strategy to any members that request a copy? In addition to this will the Leader consider the creation of an official TCBC managed camping and caravanning site in Torfaen, possibly at Churchwood recreational field site?”*

22.4 The Leader responded (in summary) that:

- the Council did not yet have an adopted Tourism Strategy but one had been drafted and would come up through the Council's decision-making structures over the next two months
- he did not feel that the Council should take the lead in creating camping and caravanning sites, but should leave this to the private sector
- there had been problems in recent years with unofficial occupation of the Churchwood fields site by caravans and
- he did not believe it was an appropriate location for a managed caravan and camping site.

22.5 Councillor Wildgust asked a supplementary question about whether the strategy would be updated and consulted upon.

22.6 The Executive Member for Regeneration stated that the Tourism Strategy was currently being consulted upon and a Members Seminar would be held in due course. It would not be appropriate to circulate it now, out of context, pending the seminar.

22.7 **Councillor German** asked:

*“What conditions with regard to accessibility were laid out when tenders were requested for the number 3 bus service from Llanyrafon to the town centre?”*

22.8 The Executive Member for Operational Services and Performance responded (in summary) that:

- when the tenders were issued, prices were requested for both standard buses and low floor access buses
- the tenders received indicated a 70% higher cost for low floor access buses, on top of the 70% increase the Council faced already for the standard buses

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- the additional cost was not affordable at present
- service 3 was previously operated with a low floor access bus at the choice of the bus operator, i.e. it was not a condition of their contract
- the new contractor had no obligation to provide such a bus
- operators were moving towards low floor buses but compliance with the Disability Discrimination Act was not mandatory until 2015 and
- therefore, the removal of the low floor access bus was regrettable but there was little that could be done to prevent it.

22.9 Councillor German commented that the new buses were very difficult for people to get on and off and that the removal of the low floor buses was not a supportive, fair and effective policy.

22.10 Comments were made about other buses and bus services which also required attention; about the type of buses involved; about the need for equality of access; and the fact that this service should not be looked at in isolation.

22.11 Councillor Cunningham stated that he would ask the Chief Officer, Operational Services in conjunction with the Joint Passenger Transport Unit to give further consideration to the type of buses in use and to respond to members in due course.

22.12 **Councillor Paul Williams** asked:

*“Will the Leader outline the progress on the Sustainable Economies Conference?”*

22.13 The Leader responded (in summary) that:

- the global economic downturn was having a dramatic and undeniable impact on the economy of Torfaen and Wales
- the Torfaen Economic Summit would be in County Hall on 13 March and would be supported by the Government in Westminster and the Welsh Assembly Government in Cardiff
- the final programme for the summit (entitled Torfaen SOS: A ‘Summit on Survival’) had been confirmed today and would be distributed to local businesses and through the media
- officers of the Council had been promoting the event to local businesses and it would continue to be publicised online and through the media
- a list of delegates whom the Council would like to attend and local businesses who had already expressed an interest would be drawn up and
- any contributions to the list would be welcomed - contact details could be sent to Neil Jones, Head of Communications.

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22.14 A comment was made about the date chosen and a question asked about whether other members of the Council could participate in the summit as speakers or in fringe events.

22.15 The Leader stated that there would be a variety of stands at the summit and other members would be able to contribute their opinions, from the floor but not the rostrum.

22.16 **Councillor Rees** asked:

*“Will the Arweinydd [the Leader] make a statement about Welsh language service provision in TCBC?”*

22.17 The Leader responded (in summary) that:

- at the Council meeting in January, he confirmed his support for the Welsh language and agreed to ask for a report on how an appropriate enhancement to the service could be funded
- officers had looked at the provision in a neighbouring authority, and considered that the service model there provided a good basis for a revised service in Torfaen
- there was currently a vacancy in the Welsh Language team, which made it timely to consider how to take the matter forward
- he would therefore be asking the Executive Member for Equalities and Community Safety to prepare a more detailed report on the costs and benefits of expanded provision, which could be considered in the light of the revenue headroom that the budget provided.

**23. Date of next meeting**

23.1 Council noted that its next ordinary meeting would take place on Tuesday 31 March 2009 at 5.00pm.

23.2 The Mayor commented that the date of the next meeting had been changed (it was originally due to be held on 7 April and it was shown in the printed diary on that date) without him being consulted and that he had been assured that he would be consulted over future changes in Council meeting dates during his term of office.

**Signed as a correct record by the Mayor**

.....

**THESE MINUTES ARE DRAFT AND WILL REMAIN DRAFT UNTIL CONFIRMED BY THE COUNCIL AS A CORRECT RECORD AT ITS NEXT MEETING (ON 31 MARCH 2009)**

*NB councillors who left the meeting briefly during an officer presentation or a debate are not listed in the minutes above as having left and returned – unless they were absent from the Chamber when a decision was taken.*

*NB councillors' first names are used to identify their gender in the attendance and voting registers. They are referred to by surname in the remainder of the minutes – unless there are two people with the same surname.*

*NB where quotations are shown above, any clear typographical or grammatical errors (including proper names) have been corrected and/or abbreviations explained*

**Richard Gwinnell  
ACTING HEAD OF DEMOCRACY  
9 March 2009**

**APPENDIX 1 (TO THE COUNCIL MINUTES OF 3 MARCH 2009)**

**COUNCIL  
3 MARCH 2009**

**UPDATE ON ACTIONS**

<b>Date of meeting</b>	<b>Minute para</b>	<b>Action to be taken</b>	<b>By whom and when</b>	<b>Action taken</b>
<b>25 September 2007</b>	12.4	A report about a Torfaen-wide twinning event to coincide with the Youth Festival 2009, being hosted by Torfaen would be submitted to a future Council meeting.	Leader	
	14.2	A report on the formation of the Torfaen Local Service Board would be brought to a future council meeting.	Alison Ward	Report submitted 27.1.09
<b>29 January 2008</b>	11.15	that a report on the actions being taken as a result of the Auditor's Annual Letter be submitted to Council on a six monthly basis.	Alison Ward / Tom Roberts	
<b>5 February 2008</b>	6.114	Upon completion of an Agreement under Section 106 of the Town & Country Planning Act concerning the matters referred to in the above report, the Chief Officer (Planning & Public Protection Service) be authorised to grant permission (for the Shanks development proposal) subject to the following conditions or any amendments, additions or deletion of those conditions he may deem necessary .....	Duncan Smith	Latest meeting held Dec 08 – proceeding to complete the Section 106 agreement
<b>19 March 2008</b>	6.5 (2)	submit a further report, bringing together the implications of the Council's medium term financial and service plan, with the more detailed implementation plan (in relation to the Health Social Care and Wellbeing	David Congreve	Update on implementation being submitted to Partnership Board Jan 09 – further report to Council expected in Spring 09

		Strategy)		
<b>29 July 08</b>	14.8 (5)	Arrange a members seminar on capital spending priorities if appropriate	Nigel Aurelius	Not yet appropriate so not yet arranged
	17.3	Write to Big Pit regarding their liaison with the council	Leader / Bill Hill	
<b>4 Nov 08</b>	6.2(2)	Investigate the issues raised and respond to the petitioners about the retention of red telephone boxes in Ponthir	Cllr Richard Clark	Referred to the relevant community councils
	14.4(3)	Report key measures of performance (examined each quarter) to Council meetings	Alison Ward/ Tom Roberts	
	15.24 (1) (2) (3) (4) (6) & (7)	Amend the constitution ref the Leader's political management proposals (number of exec members, the PPP&CF portfolio, the SCC and H&CS O&S Ctte, Pensions Ctte and TPC Leader's Allowance)	Lynda Willis and/or Nigel Aurelius as appropriate	All complete except the change to reflect the TPC Leader's allowance, which will be done when the update to the members allowances scheme has been approved by Council
	15.24 (5)	Review and make recommendations to the council on reducing the number of members on each O&S committee	Members Constitution Wkg Party	Review underway – report proposed to be submitted on 31 March 09
	15.24 (8)	Establish a shadowing arrangement (trial until May 09) for new members of Council to observe executive members	Leader	
	16.3(1) & (2)	Revise the members small schemes application form and guidance	Ian McGill	Done
	18.6(2)	Seek another nominee for the Community Health Council and report name to council	Richard Gwinnell	Done 27.1.09
	18.6(3)	Submit report re who's on which outside bodies (OSBs) – including subs of OSBs	Richard Gwinnell	Report and list submitted 27.1.09 – wider review to follow
	19c.20(i)	refer to the Member Constitution Working Party for discussion with appropriate officers, proposals and suggestions regarding the system and structure of Member Scrutiny, the number and value of Special Responsibility Allowances and the handling of petitions from members of the public, for	Members Constitution WP / Lynda Willis	Discussions ongoing – initial report proposed to be submitted to Council 31 March 09

		report to a Member Seminar in due course and thereafter to full Council		
	19c.20(ii)	refer to the Resources Overview and Scrutiny Committee the question of whether it is possible to extend Council Tax rebate to those on fixed incomes	Resources O&S Ctte / Nigel Aurelius	
	19c.20(iii)	ask the Regeneration Overview and Scrutiny Committee to consider the possibilities of helping businesses in Torfaen	Regen O&S / Bill Hill	The proposed Economic Summit will address this
	19c.20(iv)	designate the Economic Development Strategic Plan as part of the Council's Strategic Policy Framework	Lynda Willis	Done
	19c.20(v)	hold Member Seminars on SEWTA's Regional Transport Plan and Tourism as soon as practicable	Ian Colbourne / Bill Hill	Tourism seminar proposed for April 09
	19c.20(vi)	continue the review of the Corporate Plan and in particular to define more clearly the outcomes the Council is seeking to achieve, with a view to enabling the Chief Executive to report on the results of this review to Council in the new year	Alison Ward	
	19d.9	that Torfaen CBC enters into serious discussions on the use of proportional representation using the Single Transferable Vote (STV) method for the local government elections in 2012	Council – on a report of the Chief Executive	
<b>25 Nov 08</b>	8.21	Implement the relevant components of the Report of the Independent Remuneration Panel for Wales	Lynda Willis	Further report to be submitted to effect all necessary changes to the members allowances scheme
<b>16 Dec 08</b>	17.20(1)	Vire the unspent DFG money to be spent before 31 March 09 to Care and Repair, renovation grants and school plaza pilots	Peter Durkin	Done
	17.20(2)	Reduce the capital allocation for DFGs in 09/10 to £1.2 million and allocate the £100k	Peter Durkin	Done

		saving to complete the school plaza pilots		
	17.20(3)	Report back to council if there is any further unspent balance	Peter Durkin	Reported back to Council 3.3.09
	18.33(3)	Provide a further nominee for the Pensions Committee	Leader	Done and reported 27.1.09
	18.34(4)	Allocate a special responsibility allowance for the Chair of the Pensions Committee	Nigel Aurelius	
	18.34(5)	Amend the Constitution to include the new Pensions Committee	Lynda Willis	Amendments done
	20.18(9)	Amend the Constitution to reflect the change of responsibilities and names of executive portfolios and scrutiny committees in consultation with the Members Constitution Working Party	Lynda Willis	Amendments done
<b>14 Jan 09</b>	6.16(2)	submit the bid attached to and summarised in the report as Torfaen Learning Partnership's proposals, conditional upon the outcome of public consultation on the two options and the development of a full business case acceptable to the Council	Mark Provis	
	6.16(4)	undertake a comprehensive public consultation on the proposals and reporting the outcome to the Cabinet and Council no later than May 2009	Mark Provis	
	7.8	Nominate Cllr Seabourne to serve on the Gwent Police Authority	Lynda Willis	Letter written to Police Authority – and nomination accepted by them
<b>27 Jan 09</b>	5.1	Report to go to Council from the Members Constitution Working Party (MCWP) re alignment of the citizen engagement function	Cllr Barnett (Chair of the MCWP)	On agenda 3.3.09
	6.3	Investigate and respond to the petition (about the no. 3 bus service)	Cllr Cunningham	Done – response sent 4.2.09
	13.7	Arrange a session for members to be briefed on the Blaenavon World Heritage site	Richard Gwinnell	Underway – discussions ongoing re date
	15.7(iv)	Arrange a seminar on the issue of debt write-	Richard	Underway – likely to be June 2009

		offs	Gwinnell/Nigel Aurelius	
	17.6	Implement the restructure of the corporate centre of the Council, consulting the Leader/executive members as appropriate	Alison Ward	
	18.8(2)	Report back on who will represent the Council on the Local Service Board and its scrutiny body	Alison Ward	
	18.8(3)	Report back on the draft memorandum of understanding/constitution of the LSB	Alison Ward	

Updated by: Richard Gwinnell, Acting Head of Democracy  
On: 24 February 2009